

**Summary of the
Board of Directors/Committee Chairs Meeting
June 29, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened a joint meeting with the Committee Chairs on Monday, June 29, 1998, at 8:30 a.m. in San Antonio, TX. The meeting was led by the Board Chair, Ms. Carol Batterton. The list of participants is shown in Attachment A.

Ms. Batterton opened the meeting by announcing that EPA was filming a video at NELAC IV and that several of the members of the Board and some of the Committee Chairs were participating in the video. EPA personnel would be filming the opening session of the NELAC meeting. The video will be broadcast in either September or October. A five minute promotional video will also be available.

Ms. Jeanne Mourrain introduced Ms. Betsy Dutrow, Executive Secretary of NELAC, to the attendees.

Approval of Minutes

The minutes from the June 18, 1998 teleconference were approved.

Calendar Days vs. Working Days

Ms. Batterton reminded the Committee Chairs to bring up the issue of changing “working days” to “calendar days” in their respective meetings.

Meeting with Henry Longest

Dr. Ken Jackson reported on his meeting with Henry Longest, Acting Assistant Administrator for ORD. Dr. Jackson stated that he had agreed to ask the Board of Directors and Quality Systems Committee to consider adding a new introductory paragraph in Chapter 5 which attests to NELAC’s support for PBMS and the intent to modify the chapter once EPA finalizes the PBMS implementation plans.

Response from Fred Hansen

Ms. Batterton read a response from Mr. Fred Hansen, Deputy Administrator, EPA, to her letter expressing concern about the lack of a consensus from EMMC. He assured Ms. Batterton of the continued collaboration between EPA and NELAC. The text of the letter is available on the NELAC home page.

Instructions to Committee Chairs

Dr. Gene Tatsch, RTI, instructed the Committee Chairs as to the procedures they needed to follow in their committee meetings, in order for RTI to provide the revised standards in a timely manner.

Other Business

It was announced that the Quality Systems Forum has been canceled and that the ELAB Open Forum had been moved to Tuesday at 5:00 p.m.

Ms. Batterton stated that there had been some discussion regarding the dissolution of the Program Policy and Structure Committee and the Board and other committees taking on the responsibilities of the PPS committee. Dr. Charles Hartwig stated that he felt the Program Policy and Structure Committee should give the Board guidance as to how the disposition of responsibilities should be handled and that changes to the Constitution and Bylaws would be needed.

List of Participants
Board of Directors/Committee Chairs Meeting
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Name	Affiliation	Telephone Numbers
Ms. Carol Batterton Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 E-mail: cbattert@tnrcc.state.tx.us
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Dr. Charles Hartwig Past Chair	FL Dept. of Health	Tel: 904-791-1150 Fax: 904-791-1567 E-mail: charles_hartwig@dcf.state.fl.us
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Dr. Marcia Davies	DOD	Tel: 402-697-2555 Fax: 402-697-2595 E-mail: marcia.c.davies@usace.army.mil
Ms. Betsy Dutrow Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 E-mail: dutrow.elizabeth@epamail.epa.gov
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